

**UNITED STATES DISTRICT COURT**  
**District of Connecticut**  
**U. S. Probation Office**

**Edward S. Chinn**  
Chief United States Probation Officer

157 Church St., 22<sup>nd</sup> Floor  
New Haven, CT 06510  
Phone: 203.773.2100  
Fax: 203.773.2200



450 Main St., Room 735  
Hartford, CT 06103  
Phone: 860.240.3661  
Fax: 860.240.2620

915 Lafayette Blvd., Room 200  
Bridgeport, CT 06604  
Phone: 203.579.5707  
Fax: 203.579.5571

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**JOB OPPORTUNITY**

**Announcement Number:** 12-CT-02

**Position Title:** U.S. PROBATION OFFICER

**Salary Range:** CL25 \$43,559 - \$71,362  
CL27 \$50,619 - \$84,146  
CL28 \$60,648 - \$100,893  
(Depending upon qualifications, experience, and location)

**Position Location:** Officers can be assigned to any office in the District of Connecticut. Location for this position will be Bridgeport, Hartford or New Haven, CT.

**Opening Date:** March 2, 2012

**Closing Date:** March 30, 2012 **(or until filled)**

**How to Apply:** To be considered for this position, applicants **must** submit the following:

- ▶ Cover letter
- ▶ Written narrative addressing the Quality Ranking Factor
- ▶ District of CT Employment Application and AO-78, Application for Judicial Branch Federal Employment
- ▶ Copy of your last two evaluations, if unavailable, please explain in your cover letter.
- ▶ Copy of your college transcripts

Incomplete applications will not be returned, retained, or considered. Only one application per candidate will be accepted for this announcement.

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***Starting Location:*** Bridgeport, Hartford or New Haven, CT.

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Please submit application materials by mail to the attention of:

Edward Scott Chinn, Chief  
United States Probation Officer  
157 Church Street, 22<sup>nd</sup> Floor  
New Haven, CT -06510

Reference Announcement: #12-CT-02

**QUALITY RANKING FACTOR:** Applicants must submit a narrative statement addressing the following factor (**Mandatory**):

Describe in detail why your skill set and unique attributes will add value to the U.S. Probation Office for the District of Connecticut. (Please don't just list your experience in a narrative).

**DUTIES AND RESPONSIBILITIES:** Conducts investigations and prepares reports for the court with recommendations for release or detention of defendants, and sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing defendants/offenders and their families, investigating the offense, prior record and financial status of the defendant/ offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.

Following disclosure of the reports to the parties, analyzes any objections and determines an appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the court for resolution.

Presents presentence report , bail investigation report, and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as resource to the court to facilitate proper imposition of sentence. Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.

Maintains personal contact with defendants/offenders through office and community visits and by telephone. Investigates employment, sources of income, life style and associates to assess risk and compliance. Responsible for detection of substance abuse, and through assessment and counseling, implements the necessary treatment or violation proceedings against defendants/offenders. Refers defendants/offenders to appropriate outside agencies regarding needs, such as medical and drug treatment, employment, housing, and educational/vocational

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training.

Initiates contacts with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, other probation officers, and attorneys, concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.

Conducts preliminary interviews and other investigations as required. Maintains a detailed written record of case activity. Performs all other duties as assigned.

**JOB REQUIREMENTS:** Knowledge of criminal justice system. Knowledge of federal probation and parole legal requirements, policies and procedures. Knowledge of sentencing guidelines and applicable case law. Good knowledge of investigative and supervision techniques. Good knowledge of the roles, responsibilities and relationships among the Federal Courts, Parole Commission, and the Bureau of Prisons. Ability to work with law enforcement agencies at different governmental levels, community service providers, and other courts. Skill in applying various statutes and implementing regulations. Ability to communicate orally and in writing, both clearly and concisely, with a variety of persons such as judicial officers, attorneys and offenders. Ability to interview and investigate offenders from various backgrounds, their families and others in the community to obtain the information.

Skill in supervising offenders, including investigating their finances to determine the legitimacy of their income. Skill in risk assessment, developing appropriate alternatives and sanctions for non compliant behavior. Skill in counseling offenders to attain and maintain compliance with the conditions of their release. Ability to discern deception and act accordingly. Skill in using law enforcement automation systems to check defendants' backgrounds is required. Skill in typing a minimum of sixty-five (65) words per minute is required. Skill in using personal computers and use of computer software is required (i.e. WordPerfect for Windows, Lotus Notes, and other software approved for office use).

**MINIMUM QUALIFICATIONS:** Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration is required. In addition, the successful applicant(s) must possess at least one year experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, criminal investigations, and substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

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**PREFERRED QUALIFICATIONS:** To be considered for this position, candidates must possess a Master's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business/public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the position, is required for all probation or pretrial services officer position.

In addition, candidates must possess at least three years of specialized experience in field of study closely related to the work of the position. Specialized experience is defined as progressively responsible experience, gained after completion of a Masters's degree, in such fields as probation, pretrial services, parole, case management, presentence criminal background investigations, or work in substance/addiction treatment. Experience as a police officer, correctional officer, or security officer is not creditable. Fluency in Spanish is preferred.

**Only candidates who are selected for interviews and testing will receive a written response regarding their application.**

**EMPLOYEE BENEFITS:** Full-time employees of the United States Probation Office are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, long-term disability insurance, 13-26 days of annual leave per annum, based on years of service, as well as 13 days sick leave per annum. The United States Probation Office for the District of Connecticut currently offers a flexible work schedule program, and an employee recognition program.

**CONDITIONS OF EMPLOYMENT.** The selected candidate(s) must successfully complete a ten year background investigation. All U.S. Probation Officers are subject to updated OPM background investigations every five years, ongoing random drug screening, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The successful candidate(s) will be required to participate in a 6 week National Training Institute at the Federal Law Enforcement Training Center in Charleston, South Carolina.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.ctd.uscourts.gov/ctp>.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under Civil Service Retirement System (CSRS) or the Federal Employees' Retirement System (FERS) and who have either a subsequent break

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in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

Each recipient of Federal wage, salary, or retirement payments shall designate one or more financial institution or other authorized payment agents and provide the payment certifying or authorizing agency information necessary for the recipient to receive electronic funds transfer payments through each institution so designated, pursuant to the Federal Financial Management Act of 1994 [Title V, Section 402, section 333.2].

United States Citizenship or be eligible to work in the United States is required for consideration for this position.

The United States Probation Office is an Equal Opportunity Employer.

### **SPECIAL NOTE:**

**The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, or fill the position earlier than the closing date, any of which may occur without prior written or other notice.**

**Applications submitted for this position may be considered for similar positions which may occur within one year from the date the position is filled.**

**Applicants selected for an interview will be required to travel to the designated location at their own expense.**

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